

Promotion and Tenure Guidelines
Department of English and Philosophy
Revised October 2005

The university's Promotion and Tenure Policies state that "Faculty in each department and in those colleges where accreditation agencies' standards impact promotion decisions shall indicate in writing how the above criteria are operationally defined within their specific disciplines, using appropriate departmental, college, disciplinary and/or interdisciplinary forums. These operational definitions shall be distributed to all faculty in those areas and shall be used by departmental and college promotion committees and administrators at all levels in their deliberations."

The purpose of this document is to provide those definitions. The guidelines that follow are intended to conform to and elaborate on the more general university and college guidelines. In every case, requirements listed are minimums that candidates should meet to be considered for promotion and tenure, and meeting them does not mean faculty will automatically be recommended. In other words, they are just guidelines. It remains the province of the department's Promotion and Tenure Committee to evaluate faculty credentials, to assess the importance and quality of faculty publications and professional activities, and to make the qualitative judgments integral to the process of faculty assessment.

The university's policies stipulate that a candidate for promotion "is expected to demonstrate excellence in teaching and achievements in both service and scholarship." The burden of proof lies with the candidate. Regarding the contents of the candidate's dossier, the university's policies specify that "the tenure dossier may include information relating to the prior service experience of the faculty member. The promotion dossier will include those accomplishments since the dossier was submitted for the previous promotion at Central."

A candidate who works with technology should consult the Modern Language Association's "Guidelines for Evaluating Work with Digital Media in the Modern Languages" for suggestions on how to document and explain that work. The department's Promotion and Tenure Committee will also refer to the MLA guidelines when reviewing technology projects.

The College of Arts and Sciences Promotion and Tenure Policy and Procedures ask that departments with more than one discipline state the procedures they will follow when a candidate for promotion or promotion and tenure is from one discipline in the department (in our case, English, philosophy, or religious studies) and none of the members of the department's Promotion and Tenure Committee are from that same discipline. In the Department of English and Philosophy, the candidate may elect either (a) to accept the department committee as it is or (b) to have the department committee obtain external evaluation of the scholarship/creative activity section of the candidate's dossier from a faculty member in the candidate's discipline. That faculty member may

be someone at Central or someone at another university who is acceptable to both the candidate and the department chair. If no reviewer who is acceptable to both can be found, the candidate will accept the department committee as it is.

Following the periodic reviews of The College of Arts and Sciences Promotion and Tenure Policy and Procedures, the department will also review this document. If amendments are recommended, they will be submitted to the department, as is required by the department's by-laws.

Teaching

Evidence to support the candidate's excellence in teaching should minimally include the following:

- Complete sets of student evaluations that show consistently excellent performance. These should be chosen from both general education and upper-level/graduate courses. They should span at least two academic years.
- Syllabi from several courses including those represented by student evaluations.
- A specific assignment and selected graded papers for that assignment that show the candidate's responses to students' work at varied levels of achievement (high, medium, and low).
- Written peer evaluations arranged by the department chair from at least two different academic years.
- Evidence of self-improvement in the area of instruction, for example, descriptions of how student, chair, and/or peer evaluations and feedback were used to improve teaching *and/or* a record of attendance at conferences, symposia, workshops, and clinics for the improvement of teaching the content area.

Scholarship/Creative Activity

As stated in the College of Arts and Sciences Promotion and Tenure Policy, a candidate applying for promotion to the rank of associate professor and/or tenure must have at least one scholarly publication or its equivalent in the candidate's area of expertise drawn from the following two categories:

- a. Refereed, discipline-related publications, including (1) articles; (2) books or chapters in edited volumes; (3) monographs; and (4) other refereed or commissioned publications not included in (1) and (2).
- b. Production or exhibition of creative work that has been subject to juried or critical review from off-campus experts in the field, including work awarded an honor or special recognition in a juried show, print competition, performance, or publication; performances or solo exhibitions in major off-campus venues.

The college policy also requires that the candidate provide evidence of at least two of the following items: external grants and awards, non-refereed publications, presented

papers, and other evidence of scholarship/creative activities, for example, awards or recognitions from professional organizations or publications.

A candidate applying for promotion to the rank of professor must have at least two scholarly publications or their equivalent in the candidate's area of expertise from categories a. and b. listed above. The college policy also requires that the candidate for promotion to the rank of professor provide evidence that demonstrates an ongoing commitment to scholarship and/or creative activities beyond the stipulated publication requirement. These activities are to be at the regional, national, or international level.

In the Department of English and Philosophy, the following general guidelines will be used to compare the quantity of creative works and readings with scholarly publications and presentations.

- Short stories in anthologies, journals, and magazines will equal a scholarly article.
- Four poetry publications in at least two different venues will have the same value as a scholarly article.
- A book of poetry or fiction will be weighed the same as other scholarly books. Being translated into other languages will be considered evidence of the high quality of the original publication.
- A chapbook will equal a chapter in an edited volume.
- Reviews of creative works will have the same value as reviews of scholarly publications.
- Readings of creative work at a university or a conference will be considered to be the same as the presentation of a scholarly paper. As with conference presentations, candidates are to note if separate readings are essentially representations of the same material.

The department notes that submissions to literary journals and presses are often selected by a single editor, not refereed in the same fashion as scholarly articles and books, and that oral presentations (readings) of creative work tend to be invited, not selected by peer reviewers. Thus, peer review cannot be relied upon as a strong indicator of the merit of poetry or fiction. In its stead, the reputation of the press, the journal, the anthology, the institution or individual that invites a reading, or the entity that grants an award needs to be carefully considered in evaluating the quality of a creative writer's work. Self-published works will not be considered.

Service

The university's Promotion and Tenure Policies states, "Although achievements in scholarship and service need not be balanced, collectively they must demonstrate the candidate is worthy of promotion."

Service is defined in the college policy as entailing "the application of our expertise or time to the needs or betterment of others without direct financial reimbursement (excluding honoraria)." It is discipline-related and can be performed for

a student group, the department, the college, the university, academic, professional, and scholarly societies, an educational institution other than Central Missouri State University, or an entity in the community outside the academy. To be applied to a candidate's application for promotion and tenure, service outside the university must be discipline related.

The university's and the college's promotion and tenure policies list activities that may be used to provide evidence of active professional service. Of special relevance to a number of faculty in our department are the college's items n. "review of professional submissions and media" and o. "editing of a compiled volume or journal."